



## CRITCHLOW ADKINS CHILDREN'S CENTERS JOB DESCRIPTION

**Position Title:** Child Development Teacher (CDT)

**Immediate Supervisor:** Assistant Site Director/Child Development Managing Teacher

**Job Summary:** Under the supervision of the Child Development Managing Teacher, the CDT is in charge of a classroom or group of children at the Center/Site. Responsibilities include assisting with daily planning, management and supervision of assigned classroom/group.

**Qualifications:** A CDT must meet the requirements for CDT in preschool centers, or CDT in school-age centers, as specified in the Code of Maryland Child Care Regulations (*COMAR 13A.14.02.25 and .26*).

**Personal Requirements:** The CDT must be able to relate positively and professionally with children, parents, and staff, and be willing to work cooperatively with the classroom teaching team. The CDT is expected to be a role model for the children in his/her care.

**Other Requirements:**

1. Maintains current certification in First Aid and C.P.R.
2. Will obtain and successfully maintain a Credential Level of 2 or above within 12 months of hire.
3. Will obtain and successfully maintain a Credential Level of 3 or above within 24 months of hire.
4. Has reliable transportation.
5. Any mandatory courses needed must be completed within the first 6 months of hire and/or as they become available.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operations; frequent interruptions and contact in person with children, parents, students, staff and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach and twist; to lift **up to 35 pounds**, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other locations.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- **Actively** assists and supervises children during all activities (indoor and outdoor).
- **Sets up and maintains** a safe, attractive, developmentally appropriate classroom environment daily for children.
- **Develops and facilitates** activities that will promote the healthy social, emotional, intellectual and physical development of each child, allowing the child to feel accepted and free to express feelings.
- **Provides** materials, images, and experiences that reflect diverse cultures and abilities.
- **Strives** to provide developmentally appropriate activities and materials for children in their program(s) as prescribed by MSDE accreditation standards and the Center's curriculum (Houghton Mifflin or Creative Curriculum)
- **Assists** children with meal times and clean up.
- **Attends and participates** in staff meetings, center events, and parent meetings as requested.
- **Conducts** ongoing observations of the children enrolled in the classroom, and **maintains** observation records in order to assess each child's overall developmental progress.
- **Maintains** accurate, up-to-date records including: children's portfolios, attendance records, and assessment forms.
- **Communicates** appropriate information to parents.
- **Directs** activities of other Child Development Assistants in the classroom to ensure that the classroom functions in an orderly manner.

The CDT is responsible to **read and understand** the following documents:

- Critchlow Adkins Children's Center's (CACC) Personnel Manual
- MSDE-Office of Child Care's Code of Maryland Regulations(COMAR 07.04.02)
- CACC Curriculum guidelines (MSDE approved curriculum, selected by CACC)
- MSDE Guide to Standards for Accreditation

Please sign below, indicating your acceptance and understanding of the above job description and requirements.

**All revised requirements outlined in this job description will become effective as of November 2017.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date